

## COURSE DATES -- 1965 and 1966

Sections IA, IIA, IIIA, IV.....Monday, Sept. 20/65  
.....Monday, Dec. 13/65

Sections IB, IIB, IIIB .....Monday, Jan. 17/66  
.....Monday, Apr. 4/66

## EXAMINATION DATES -- 1965 and 1966

Sections IA, IIA, IIIA .....Saturday, Jan. 8/66

Sections IB, IIB, IIIB, IV.....Saturday, Apr. 16/66

Sections IA & IB students are invited to a pre-lecture counselling night on Thursday, September 16 at 7 pm, in Room 1033, Wallberg Building, (N.E. corner of College and St. George Street), University of Toronto.

## TEXT BOOKS

Section IA — Koontz & O'Donnell "Principles of Management" — 3rd edition.

Section IB — Harold Bierman Jr. "Financial and Managerial Accounting" an introduction (Brett MacMillan Limited 1963)

Section IIA -- Stocktons "Business Statistics" (Southwestern Publishing Company)

— Maynards "Industrial Engineering Handbook" (McGraw-Hill)

Section IIB — Maynards "Industrial Engineering Handbook" (McGraw-Hill)

Section IIIA — E. S. Buffa "Modern Production Management" -2nd edition 1965 - (John Wiley)

Section IIIB — Leighton & Thain "Canadian Problems of Management" (Prentice-Hall, New Jersey, 1960) by Strauss & Sayles

Section IV — Glover & Hower "The Administrator" (R. D. Irwin Inc., Homewood, Ill.) 4th edition.

Smith & Christensen "Policy Formulation and Administration" (R. D. Irwin Inc., Homewood, Ill.) 4th edition.

## C.I.M.A. EXECUTIVE

### TORONTO BRANCH

1965 - 66

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## STUDENT INFORMATION

### CANADIAN INDUSTRIAL MANAGEMENT ASSOCIATION



IN CO-OPERATION WITH THE

UNIVERSITY OF TORONTO  
UNIVERSITY EXTENSION

1965-6  
CERTIFICATE COURSE  
IN  
INDUSTRIAL  
MANAGEMENT  
AND  
ADMINISTRATION

The following information is intended to answer many of the questions that may arise in the student's mind with regard to rules and policies pertaining to the C.I.M. Course.

If additional information is required, this may be obtained by calling the following persons:

Mr. J.W. Hutchinson - Chairman of Education,  
Powerlite Devices Limited,  
54 Atomic Avenue,  
Toronto 18, Ontario.  
259-8201

Mr. G.A. Martin Northern Electric Co. Ltd.,  
P.O. Box 3000,  
Brampton, Ontario.  
677-1980, Local 221

#### ATTENDANCE

The course policy specifies eighty percent attendance in each of the four years of the course. This rule is liberally interpreted in the first three years, but in the fourth year where so much of the final mark depends on the student's participation in class work, eighty percent attendance is mandatory.

Students, therefore, starting the fourth year, should keep this point in mind in relationship to their business or personal commitments.

#### RESPONSIBILITIES OF THE STUDENT

Students will be notified with regard to the time and place of the regular and alternate examinations. However, it is the responsibility of the student to see that he sits for all the necessary examinations.

Each course section is made up of 24 two-hour lecture discussion periods and examinations. Students should note that successful completion of each section depends greatly on the amount of time and effort put forth on textbook reading and home study assignment.

#### FEES

Student fees are \$70 for a full year, and \$40 for students taking a half year. Course fees for members of C.I.M.A. are \$65 for a full year, and \$35 for a half year — cheques made payable to:

Canadian Industrial Management Association,  
Suite 818, 159 Bay Street, Toronto 1, Ontario.

#### REFUND OF FEES

Since the course is administered by the University of Toronto, we abide by their rules and regulations with regard to refund of fees.

The rule is:

No refund of fees is permissible after completion of the second lecture in any one year.

#### CLASS FORMATION

Class formation is done on the basis of home and business address in respect to the University.

The number of students to be accommodated in any one classroom is at the discretion of the UNIVERSITY.

An "Admit to Lecture" card will be issued to each student by the UNIVERSITY and each student will be required to show the card when entering UNIVERSITY premises.

Changes to the individual's class time will be made only for valid reasons. Any request for change must be made in writing to the Education Chairman.

#### CLASS REPRESENTATIVE

Early in the year a class representative should be chosen or elected from each course section. These representatives will be invited to take part in Association meetings, and participate in administration of the course.

#### CLASS AND EXAMINATION MARKS

It is equally important that a student receive a pass grade in both the class and examination marks in order to successfully complete each course section.

#### ALTERNATE EXAMINATION

An alternate examination may be made available to any student who submits to the branch chairman his reasons, in writing, for not being able to attend the regular examination (e.g. illness, business reasons).

The fee for the alternate examination shall be \$10.

#### CREDITS

A student will be granted credits if he holds a certificate as follows:

- (1) British Institute of Management (B.I.M.) Certificate holders will obtain full credits for Section I, II and III of the C.I.M. Course.
- (2) Registered Industrial Accounting (R.I.A.) Certificate holders will obtain full credits for Section I and IIIA of the C.I.M. Course.
- (3) Chartered Accountants (C.A.'s), Certified Public Accountants (C.P.A.'s), and Certified General Accountants (C.G.A.'s) will obtain full credits for Section IB or IIIA of the course as applicable.
- (4) University graduates who, in the course of their studies, have completed part of the C.I.M. Course Curriculum, will be given credits for the relevant parts.

#### Note:

The above "credits" would exempt students from attending classes or writing examinations.

Any application for credits which indicate partial completion of any of the above-mentioned credits, would require the applicant to take written examinations.

Graduates from other approved educational institutions may apply for credits for any portion of the course other than Section IV. As a rule, students applying for credits under such circumstances will be exempt from attending lectures, but will be required to sit for the regular examinations.

#### PROGRESSION TO NEXT SECTION

The course syllabus is so designed that in order to receive its maximum benefit, the student should take each section of the course in order of sequence.

Normally, students are allowed to progress to the next section only if a pass grade is received in both the class and examination marks. However, where a student has been granted permission to take an alternate examination, and no examination is held, the student will be allowed to take the next section, but must wait for one year until the next regular examination is held.

In no case will a student be allowed to progress to Section IV before successfully completing Section I, II and III.